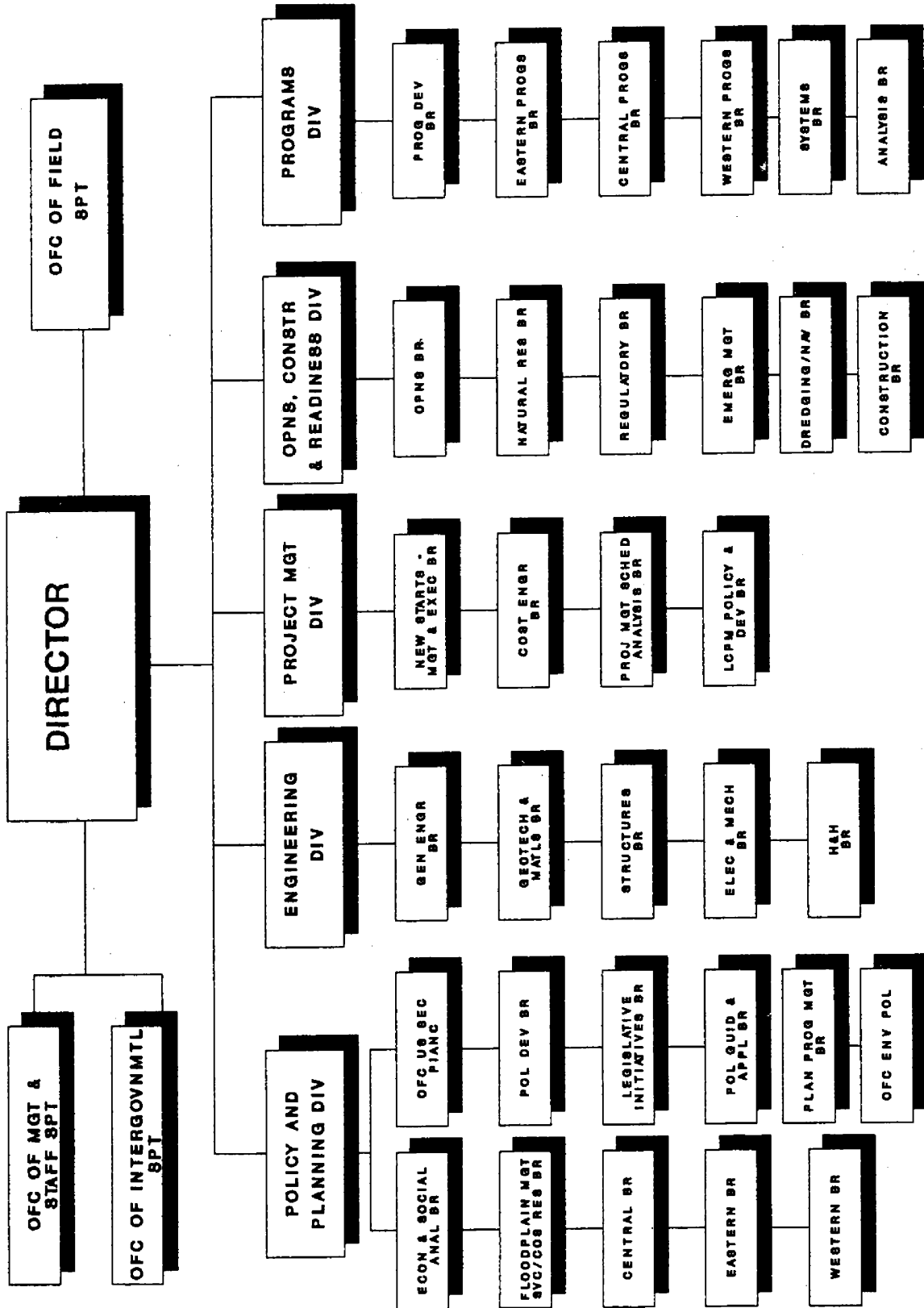


## DIRECTORATE OF CIVIL WORKS





## DIRECTORATE OF CIVIL WORKS

### Mission

To direct, manage and staff supervise the execution of civil works programs, including program development, design, planning, project management, engineering, construction, operations and maintenance of Corps projects, regulatory initiatives and research and development functions in support of this program.

### OFFICE OF THE DIRECTOR Functions

1. Advises the Commander, USACE on all aspects of the civil works programs.
2. Serves as principal advisor to the Assistant Secretary of the Army for Civil Works (ASA/CW) in setting and implementing Army policies in the Civil Works program.
3. Directs the activities of the nation's water and related environmental resources; developing and managing programs, planning, designing, constructing, and operating projects for navigation, flood control, major drainage, shore and beach restoration and protection, related hydroelectric power development, water supply, water quality control, fish and wildlife conservation and enhancement, and outdoor recreation.
4. Staff supervises the nation's water preparedness program.
5. Manages readiness programs for national security and major domestic emergencies. Evaluates command readiness posture and coordinates actions. Ensures overall command readiness.
6. Manages USACE mobilization and war plans, policies and procedures.
7. Implements USACE's responsibilities for disaster assistance.
8. Monitors development of national programs, policies and legislation.
9. Manages and coordinates HQUSACE civil works interagency and all international activities not exclusively associated with foreign military sales or security assistance programs.
10. Supervises staff actions and monitors actions by subordinate Commanders and Army field commands to assure implementation of broad policies and major decisions.



11. Manages Army Staff, Army Secretariat, DA and Congressional actions for the Directorate. Tasks, monitors and coordinates CW response inquiries pertaining to the CW mission.
12. Articulates Department of the Army positions on water resources and other infrastructure issues to Congress, other Federal and non-Federal agencies, information media and the public.
13. Manages the Corps regulatory program which ensures navigation and protection of the aquatic environment.

OFFICE OF FIELD SUPPORT  
Functions

1. Coordinates appropriate phases of CW water resources development programs within assigned geographic areas of responsibility with USACE, Army, and Congressional interests.
2. Testifies before Congressional committees considering authorization and funding for projects, and assists MSCs in their appearances (or testify in their absence) before Appropriations Committees.
3. Represents the position of the MSC engineer on matters referred from the field to HQUSACE.
4. Represents USACE on CW matters before local interest groups, federal agencies, members of Congress, state and local governments, and media representatives.
5. Inspects field installations and projects.
6. Alerts the Director of Civil Works or other key USACE staff members to sensitive or high visibility activities or actions that may be controversial or generate major public interest.

OFFICE OF INTERGOVERNMENTAL SUPPORT  
Mission

To serve as principal HQUSACE manager and coordinator for civil works interagency and all international activities not exclusively associated with support of U.S. forces overseas or exclusively associated with foreign military sales or security assistance programs.

Functions

1. Serves as HQUSACE manager of selected new mission activities.
2. Develops initiatives and policies in close coordination with OASA(CW). Obtains ASA(CW) approval/endorsements. Develops programs to implement initiatives of OASA(CW). Represents OASA(CW) in intergovernmental matters.



3. Manages the USACE Support for Others (SFO) Program.
4. Issues guidance and directives and establishes policy on related matters.
5. Manages interagency and international coordination.
6. Develops programs with Departments of Defense, Army, State, other Federal agencies, OMB and Congress.
7. Develops, negotiates and evaluates agreements with other agencies and governments.
8. Conducts HQUSACE policy studies on interagency/international activities.
9. Serves as the HQUSACE focal point for supporting U.S. businesses overseas.
10. Initiates actions to foster understanding of and support for Civil Works and military missions with private sector, states and other Federal agencies.
11. Identifies potential non-DOD reimbursable support roles for USACE.
12. Develops and issues guidance and policy for HQUSACE and its subordinate elements.
13. Develops and implements new missions including drafting legislation, preparing and justifying budget requests and developing the mission with the Administration, Congress and appropriate agencies.

OFFICE OF MANAGEMENT AND STAFF SUPPORT  
Mission

To develop policies and procedures to improve the management of CW functions and resources and to provide administrative and technical support and services to the directorate.

OFFICE OF THE CHIEF  
Functions

1. Monitors and implements staff support initiatives and resource (funding and manpower) allocations and utilization.
2. Coordinates conferences and workshops for which D/CW or its divisions is proponent; provides input to OCE approved conference list.
3. Acts as Contracting Officer Representative for D/CW automation support contracts.
4. Administers the facility management contract; approves IM plans and system enhancement; negotiates and establishes agreements on use of contractor support.



5. Supports the Office of Public Affairs in the development and implementation of CW public information programs.
6. Provides staff support to the ASA(CW) as requested.
7. Provides speeches, briefings, congressional testimony and information packages for the Director and Deputy Director, CW, CW staff, OASA(CW) and others.
8. Prepares and publishes the Annual Report of the Secretary of the Army on Civil Works Activities and other publications explaining CW policies and programs.
9. Schedules briefings for visiting MSCs and subordinate command engineers, Commanders and Directors of FOAs and Labs, members of Congress and their staffs, officials of other agencies, and various elements of the international water resources community.

ADMINISTRATIVE SUPPORT BRANCH  
Functions

1. Performs studies and provides management advice, assistance, and services to staff and operating officials regarding administrative procedures, security, record management, micrographics, space utilization, CW equipment and supplies, payroll, travel, personnel actions, property management, facsimile message traffic and classified document control.
2. Maintains reading files and reference file of directives and publications. Maintains record files of Directorate FTE manhour utilization, performance award program, security clearances, personnel performance evaluations, purchase requests and funding commitments.
3. Manages all facets of the CW operating budget, to include General Expense (GE) and Operations and Maintenance, Army (O&MA) funds. Programs, budgets, and allocates funds; monitors budget execution. Provides guidance to CW elements on budget-related matters.
4. Manages and controls D/CW manpower allocations and usage, training, awards, EEO, position management, payroll, and personnel action processing.
5. Manages and coordinates D/CW long term training and major awards programs.
6. Provides general administrative and clerical support to the Executive Director and the senior civilian and military Deputy Directors of Civil Works.

POLICY AND PLANNING DIVISION  
Mission

To formulate and issue policy and guidance governing the CW program and to provide leadership, consultation and advice on planning activities.



OFFICE OF THE CHIEF  
Functions

1. Formulates and coordinates CW policy with OASA(CW), federal agencies, and OMB. Reviews planning, project, and legislative proposals.
2. Develops and manages Civil Works actions relating to authorizing legislation. Serves as principle CW point of contact for coordination with Congressional authorizing committees on policy matters.
3. Manages and develops agendas for the Chief's Environmental Advisory Board.
4. Formulates Civil Works environmental policy and guidance.
5. Directs policy program of the Institute for Water Resources (IWR).
6. Manages portions of the General Investigations appropriations and the Continuing Authorities Program. Provides advice and assistance to FOAs on planning activities and economic, social, and environmental matters during the planning, design, construction, operation and maintenance phases of CW projects.
7. Advises the Board of Engineers for Rivers and Harbors (BERH) and the Mississippi River Commission (MRC) on planning reports under review.
8. Provides staff support to the Inland Waterways Users Board.
9. Recommends and monitors research and development for planning activities.
10. Manages the USACE Flood Insurance Study effort and the Floodplain Information Services and Planning Assistance to States programs.
11. Issues guidance for water supply contracts and reviews such contracts submitted by subordinate elements and transmits with recommendations to the ASA(CW) for execution.
12. Manages Civil Works participation in audit program.

PLANNING PROGRAM MANAGEMENT BRANCH  
Functions

1. Manages the program development, defense, and execution of the continuing authorities program; develops all policies and procedures; coordinates closely with ASA(CW) and FOAs; maintains database.
2. Coordinates urgent actions pertinent to the planning function of a programmatic nature.
3. Monitors, reviews, and analyzes performance of the planning programs including continuing authorities in USACE MSCs.



4. Prepares input to budget development and program execution of feasibility, PED, technical planning assistance programs, coordination with local, state, and federal agency programs, and the Continuing Authority Program.
5. Coordinates preparation of testimony to Congress for authorization of new projects and for project modifications. Prepares and reviews draft legislation related to the Planning function.
6. Manages the Section 710 Study Deauthorization Program.
7. Processes and coordinates Congressional Resolutions, Chief's reports, and other documents which comprise the record of USACE water resources development projects. Develops and maintains working files on active studies.
8. Manages CW participation in audit program.

FLOODPLAIN MANAGEMENT SERVICES AND COASTAL RESOURCES BRANCH  
Functions

1. Provides leadership, guidance, assistance, and coordination in administering the Flood Plain Management Services and planning assistance to states programs.
2. Provides assistance in managing reimbursable Flood Insurance Studies (FIS) performed by USACE for the Federal Emergency Management Agency (FEMA). Provides coastal resources planning expertise for the Directorate.
3. Develops and defends annual budget estimates for each assigned program. Coordinates and manages funding activities for the reimbursable FIS for FEMA.
4. Develops and provides guidance and support to subordinate elements on the activities required for each program, including FIS and coastal resources planning.
5. Manages program execution and maintains program management systems for each program and FIS.
6. Coordinates coastal resources planning matters involving other agencies having coastal initiatives and represents USACE at interagency meetings and conferences.
7. Monitors application of new technologies to advance the state of the art of water resources planning and coastal engineering R&D.

ECONOMIC AND SOCIAL ANALYSIS BRANCH

1. Provides leadership, guidance, training, assistance, and coordination in economic and related social and institutional aspects of CW planning.



2. Develops authoritative guidance and direction on broad economic and social implications of water resources projects and conducts training, integrating national economic development considerations into overall plan formulation, assessment, and evaluation.
3. Reviews economic, social, and financial information in planning documents for technical adequacy, feasibility, and validity, providing comments and recommendations.
4. Participates in the inter-agency and intra-agency activities and studies to develop uniform multi-objective planning principles, standards, and procedures.
5. Manages the planning and economic evaluation oriented research program.
6. Develops guidance and provides consultation on social impact assessment and institutional analysis.
7. Develops and implements guidance for water supply contracts and cost allocations and reviews and approves allocations used as a basis for subsequent actions.

POLICY DEVELOPMENT BRANCH  
Functions

1. Formulates and issues policies governing CW programs.
2. Leads in the coordination of policy issues with ASA(CW) and in appropriate instances with other Federal agencies, congressional committee staffs and non-Federal interest groups.
3. Provides consultation and advice to HQUSACE and its subordinate elements on policy issues.
4. Oversees policy studies assigned to IWR that support policy initiatives. Develops study goals and monitors studies.
5. Identifies policy areas requiring guidance, and manages process of integrating policy decisions into ERs.

POLICY GUIDANCE AND APPLICATION BRANCH  
Functions

1. Monitors interpretation and application of existing policies to specific CW project proposals.
2. Reviews new work proposals referred by proponent USACE subordinate elements to identify potential economic, environmental and engineering problems for conformity with established or evolving policies.



3. Interprets established policy for HQUSACE subordinate elements, WLRC, and BERH staff.
4. Prepares Digest of Water Resources Policies and Authorities and individual ECs and ERs providing guidance on application of new or changes in policies as they emerge.
5. Monitors application of policies on project modification proposals (e.g., deficiencies and dam safety and requests for Sec 104 and Sec 215 credit).

LEGISLATIVE INITIATIVES BRANCH  
Functions

1. Manages CW actions relating to authorizing legislation.
2. Prepares proposed legislation for submission to Congress by ASA(CW). Prepares draft legislation in response to requests from members of Congress.
3. Manages the preparation of information for ASA(CW) and Congressional Committees for water resource authorization acts.
4. Serves as the principal CW point of contact for coordination with Congressional authorizing committees on policy matters.
5. Develops CW position on and assists the Office of Chief Counsel in the preparation of reports on legislation.
6. Coordinates and manages preparation for ASA(CW)/HQUSACE participation in congressional hearings before authorization committees.

OFFICE OF THE U.S. SECTION, PIANC  
Mission

To manage and operate the activities of the United States Section of the Permanent International Association of Navigation Congresses (PIANC).

Functions

1. Serves as the principal HQUSACE staff element in support of ASA(CW).
2. Writes, edits, and publishes a quarterly U.S. Section, PIANC Newsletter for distribution to all U.S. Section members throughout the United States.
3. Coordinates the activities of approximately 40 Working Groups with U.S. Section representation conducting inland and maritime navigation research throughout the world.
4. Maintains communication with the Headquarters of PIANC International in Brussels, Belgium. Participates in international Council meetings and



represents the United States at the General Assembly of the Permanent International Commission and other committees as appropriate.

5. Maintains communication with the 10 U.S. Section Commissioners, holding periodic meetings as needed.
6. Serves as a clearing house for technical publications of PIANC for the general membership and public.
7. Serves as the principal HQUSACE staff support element in policy matters relating to the Inland Waterway Fuel Tax and Trust Fund and the Harbor Maintenance Fee and Trust Fund.
8. Serves as the principal HQUSACE staff element in support of the ASA(CW) with U.S. Customs Service (U.S. Treasury).

#### OFFICE OF ENVIRONMENTAL POLICY Mission

To formulate, and monitor compliance with, overall environmental policy and guidance for the Civil Works Program.

#### Functions

1. Prepares NEPA and planning regulations and guidance.
2. Provides consultation and advice to HQUSACE and its subordinate elements, ASA(CW), COE and D/CW on complex environmental policy issues and initiatives.
3. Represents D/CW and other Civil Works elements in liaison with CEQ, EPA, Departments of Interior, Agriculture, and Commerce and Advisory Council on Historic Preservation on environmental matters. Serves as environmental POC for Civil Works and as the Corps Historic Preservation Officer.
4. Serves as lead on ocean dredged material disposal and develops long-term disposal management strategies for dredged material.
5. Serves as directorate POC on wetlands issues, other than regulatory. Provides technical support and monitors activities on NEPA, cultural resources, fish and wildlife, endangered species, recreation, wetlands, environmental aspects of dredged material disposal, contaminated sediment management, hazardous and toxic materials management and geographic information systems.

#### PLANNING MANAGEMENT BRANCHES (3)

Eastern - New England, North Atlantic, South Atlantic and Ohio River Divisions  
Central - North Central, Lower Mississippi Valley, and Southwestern Divisions  
Western - Missouri River, North Pacific, South Pacific and Pacific Ocean Divisions



## Functions

(Each branch manages, executes, monitors and reviews CW planning related to General Investigation activities, and Continuing Authorities Program activities.)

1. Provides USACE subordinate elements with guidance and assistance on planning policies, procedures, and regulations during the conduct of studies.
2. Manages Washington-level review of reconnaissance reports, feasibility reports, processing final COE reports, and the processing of post authorization change reports.
3. Manages and coordinates preparation of the budget and appropriation requests for general investigations planning studies and continuing authority studies.
4. Prepares draft testimony and supporting materials concerning studies for use at Congressional authorization and appropriations hearings, and participates in authorization testimony.
5. Reviews water supply contracts submitted by subordinate elements and transmits with recommendations to the D/CW or ASA(CW) for execution.
6. Performs division level responsibility for NED and POD.

## ENGINEERING DIVISION Mission

To provide staff support for technical engineering activities relating to the Corps Civil Works program and support to the Military program in the Geotechnical, Surveying, Structures and Computer Applications areas.

## OFFICE OF THE CHIEF Functions

1. Provides HQUSACE staff responsibility for direction and management of all technical engineering associated with planning, design, construction and operation of Civil Works projects.
2. Formulates broad basic guidance, implementing policies, procedures, and programs, consistent with ASA(CW) policy, to ensure overall efficiency and technical adequacy of guidance and assistance for the engineering and design activities of civil works projects.
3. Promulgates technical engineering criteria, guidance and instructions. Approves principal engineering features of Civil Works projects and programs as required. Provides technical consulting services to subordinate elements.



4. Participates in the formulation of the Corps research and development program, and monitors ongoing R&D program in area of responsibility.
5. Provides technical control over engineering testing techniques, procedures and standards utilized by Corps laboratories conducting test.
6. Develops special management studies related to manpower utilization, manpower allocation, workload type and distribution and program execution for engineering function.
7. Coordinates Civil Works program during PED, E&D, and E&D during construction within HQUSACE.

#### HYDROLOGY AND HYDROLOGY BRANCH Functions

1. Formulates and issues policy guidance and criteria for the application of hydraulic, hydrologic, and coastal engineering and water control management in the planning, design, construction and operation, of civil works and other assigned federal programs. Provides technical overview as well as program and budget priorities for the Hydrologic Engineering Center.
2. Provides hydraulic engineering and water/quality management consulting services to OCE, BERH, subordinate elements, other agencies and foreign governments.
3. Monitors and provides technical supervision over flood control, navigation, and coastal hydraulic research and development at Corps laboratories.
4. Provides staff supervision of the Committee on Tidal Hydraulics and the Committee on Channel Stabilization, the Coastal Field Data Collection Program and the Monitoring of Completed Coastal Projects Program.
5. Supervises water quality sampling and testing techniques, procedures, and standards utilized by laboratories and subordinate elements in relation to water control management.
6. Provides staff supervision of the Committee on Water Quality, the national cooperatives hydrologic programs involving other agencies, and of reservoir regulation for flood control and navigation purposes of projects constructed by Corps and others with federal funds.

#### GENERAL ENGINEERING BRANCH Functions

1. Conducts Engineering Division project engineering for all Civil Works (CW) Activities. Coordinates CW program during PED, E&D and E&D during construction which includes HQUSACE review of planning reports design memorandum, inspections reports, and related correspondence.



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2. Provides subprogram management for budget formulation for CW projects in PED and E&D during construction.
3. Provides overall direction and issue resolution of CW subordinate elements engineering program efforts and review of engineering reports on individual projects. Provides technical and advisory support on engineering matters.
4. Develops guidance to subordinate elements, including Engineer Regulations in the 1110 series, and reviews legislation impacting programs for areas that require incorporation of new requirements into guidance.
5. Conducts studies/analysis to identify program trends, accomplishments, and potential programs. Evaluates effectiveness of the engineering and design program (PED and E&D during construction) and "cost of doing business".
6. Conducts special studies relating to the execution of water resource (CW) projects that are not directly related to individual projects.
7. Provides technical criteria and consultation for surveying and mapping activities to subordinate elements and HQUSACE staff and serves as proponent for CADD Surveying and Mapping Task Group.
8. Conducts civil works criteria update program.
9. Reviews and analyzes OMB Guidance on A-76 activities, coordinates HQUSACE policy and provides guidance to subordinate elements regarding CW and MP engineering functions.

ELECTRICAL AND MECHANICAL BRANCH  
Functions

1. Establishes policy, criteria and guidance for planning, design, procurement, testing, and installation of mechanical and electrical equipment, and systems, for hydroelectric power plants, navigation locks and dams, flood control dams, pumping plants, and other Civil Works projects.
2. Reviews designs, studies, reports, memoranda, and plans and specifications prepared by subordinate elements for compliance with established criteria and good engineering practice.
3. Provides consulting, engineering, technical review, and mechanical and electrical support services to HQUSACE and its subordinate elements, and other Federal agencies and foreign Governments.
4. Develops and maintains guide specifications for major items of mechanical and electrical equipment and approves mechanical and electrical features of Civil Works projects.
5. Develops engineering technical letters and regulations as pertains to electrical and mechanical equipment used at Civil Works projects.



6. Manages the Civil Works mechanical and electrical R&D and REMR Programs.

#### GEOTECHNICAL AND MATERIALS BRANCH Functions

1. Develops and establishes technical standards and criteria in Geotechnical Engineering, Engineering Geology, and Materials Engineering for application to the planning, design, construction, operation, and/or rehabilitation of the Corps Civil Works projects.
2. Reviews geotechnical engineering, engineering geology, and concrete technology aspects of civil works projects to ensure compliance with established policy and criteria.
3. Monitors and provides technical supervision of geotechnical engineering, engineering geology, and concrete technology research and development at Corps laboratories. Serves as agency proponent for training associated with these engineering disciplines.
4. Provides consultative service to the Chief of Engineers, HQUSACE and its subordinate elements, and other agencies in geotechnical engineering, engineering geology, and concrete technology.
5. Provides technical support in geotechnical engineering and engineering geology to the Corps Hazardous and Toxic Waste Program.
6. Provides technical guidance criteria and coordination for division materials testing laboratories, including the supervision of cement and pozzolan testing services for federal agencies.
7. Provides HQUSACE centralized management of activities related to the Corps Dam Safety Program.

#### STRUCTURES BRANCH Functions

1. Directs, manages and issues all structural engineering policy guidance, criteria, research, training and computer aided design applications (including seismic design, concrete engineering welding engineering, substructure design, structural reliability and rehabilitation) for the life cycle of civil works and other assigned programs.
2. Manages HQUSACE execution of assigned programs (including for CW Guidance Updating; Repair, Evaluation, Maintenance and Rehabilitation; National Bridge Inspection; Non-Federal National Dam Inventory, and SPECSINTACT Conversion Programs) for Engineering Division.
3. Reviews and approves the structural features of Civil Works projects and other assigned programs as required.



4. Provides expert advice and consultation to the Chief of Engineers, HQUSACE staff and its subordinate elements in all aspects of structural engineering for the Civil Works and other assigned programs.
5. Provides interdisciplinary leadership and coordination of Engineering Division actions related to funding, monitoring and supporting the development and use of computer aided engineering applications.

PROJECT MANAGEMENT DIVISION  
Mission

To direct the activities of the USACE Civil Works Life Cycle Project Management (LCPM) system to include the development and approval of Local Cooperation Agreements (LCAs) and all aspects of CW cost engineering.

OFFICE OF THE CHIEF  
Functions

1. Monitors the formulation and implementation of projects from initiation of feasibility through construction and initial operation.
2. Oversees and manages all project schedules to the ASA(CW) and OMB for inclusion in the budget and LCAs.
3. Develops policy guidance for the CW new starts program.
4. Manages the career development and training of USACE project managers and cost engineers.

PROJECT MANAGEMENT SCHEDULE AND ANALYSIS BRANCH  
Functions

1. Monitors and executes USACE's LCPM system.
2. Serves as principal staff liaison with the ASA(CW) on project execution issues. Conducts meetings of the headquarters Project Review Committee.
3. Provides project specific analysis and feedback to HQUSACE Project Review Board. Prepares HQs feedback on the PRB to major subordinate commands, the Chief of Engineers and ASA(CW).
4. Conducts periodic field reviews of subordinate element execution of life cycle project management.
5. Provides guidance on PM Plans developed in the feasibility study.
7. Facilitates the resolution of issues identified in the evaluation and analysis of projects, and the HQ PRB.



LCPM POLICY AND DEVELOPMENT BRANCH  
Functions

1. Serves as proponents for annual life cycle project management training courses, seminars and conferences.
2. Conducts reviews of functional regulations and guidance for proper roles, responsibilities, and interfaces with the LCPM system.
3. Prepares guidance for career development of life cycle project managers within USACE.

COST ENGINEERING BRANCH  
Functions

1. Reviews and coordinates all projects costs estimates prior to submission to DCW, ASA(CW), OMB or Congress.
2. Develops USACE cost engineering criteria and procedures on cost data, cost analysis, cost estimating, cost control, range estimating, risk analysis, and cost forecasting.
3. Manages the establishment and maintenance of a CW construction cost data base and develops and maintains CW cost indices.
4. Develops and maintains USACE code of accounts formats, and work items.
5. Serves as proponent for training and development of cost engineering within USACE.

NEW STARTS MANAGEMENT AND EXECUTION BRANCH  
Functions

1. Develops policies and procedures for determining, presenting and analyzing engineering, economic and financial data.
2. Revises non-federal financing plans and similar documents for technical adequacy, feasibility and consistency with cost sharing policies.
3. Serves as principal staff liaison with ASA(CW) in coordination and development of policy on new starts.
4. Reviews and recommends subordinate element new start construction candidates.
5. Serves as HQ proponent for the CW Financial Analysis of Water Resources Projects course.
6. Conducts periodic reviews of subordinate element LCA management execution performance.



OPERATIONS, CONSTRUCTION AND READINESS DIVISION  
Mission

To formulate and issue policy and procedural guidance for Civil Works project operations and maintenance, CW construction projects and for USACE readiness matters for domestic and national security emergencies, including emergency water preparedness activities.

OFFICE OF THE CHIEF  
Functions

1. Exercises staff responsibility for administration of CW operating projects, including recreation and land and water resources.
2. Formulates broad basic guidance, implementing policies, procedures, and programs, consistent with ASA(CW) policy, to ensure overall efficiency and technical adequacy of guidance and assistance for the operation and maintenance of complex civil works projects throughout the nation and in overseas areas, civil works construction projects, the Department of Army Permit Program for work in waters of the US, and for emergency management associated with natural and national disasters and the mobilization readiness of the Corps of Engineers.
3. Serves as sub-program manager for development and review of budgets for O&M, Flood Control and Coastal Emergencies (FOCE), aquatic plants, recreation research, Plant Replacement and Improvement Program (PRIP), regulatory program and national emergency preparedness program activities.
4. Supervises the CW Compliance Inspection Program, O&M project master plan development, public use facilities, user fee collection program, water and air pollution control, and emergency readiness programs.
5. Formulates and issues policy and procedural guidance for work affecting waters of the United States.
6. Provides staff supervision of the Marine Design Center.
7. Chairs the USACE Marine Engineering Board.

REGULATORY BRANCH  
Functions

1. Implements Federal laws protecting navigable waterways and water quality.
2. Manages the Corps permit program to include policy development, program execution, and program review.
3. Issues regulations for danger zones, restricted areas, operation of Corps projects, and for the use, administration, and navigation in navigable waters.



4. Reviews proposed and new legislation to determine effect on Corps permit program.
5. Establishes and maintains agreements with Federal agencies on regulatory matters.
6. Reviews field budget submissions and prepares overall annual regulatory budget proposal and documentation.

EMERGENCY MANAGEMENT BRANCH  
Functions

1. Serves as primary technical advisor on USACE comprehensive emergency management program activities.
2. Manages and develops policy for the mobilization and continuity of operations programs.
3. Serves as overall mobilization resource coordinator for the COE.
4. Provides policy guidance and procedures to USACE subordinate elements for emergency flood control, hurricane and shore protection, and emergency water supply activities.
5. Provides guidance to subordinate elements on selection and acquisition of emergency facilities and equipment, including communications.
6. Operates and maintains the HQUSACE Emergency Operations Center.
7. Manages all matters pertaining to the OMB Inter-Agency Agreement for non-structural flood damage and reduction measures.
8. Manages the foreign disaster programs.
9. Develops and implements the Command Emergency Readiness Evaluation System.

OPERATIONS BRANCH  
Functions

1. Manages the operation and maintenance of all Civil works projects involving flood control and hydropower.
2. Manages the development and execution of the O&M, General program.
3. Manages the development and execution of the Plant Replacement and Improvement Program.
4. Manages the Civil Works energy conservation program.
5. Manages the Major Rehabilitation program.



6. Manages the project deficiency program.

CONSTRUCTION BRANCH  
Functions

1. Executes and monitors CW construction programs.
2. Develops broad construction policy and guidance for construction management, budgeting, funding and manpower.
3. Monitors and reviews construction phases of Life Cycle Project Management.
4. Monitors construction training program.
5. Maintains liaison with professional and trade associations.
6. Evaluates existing and proposed legislation that impacts CW construction.

NATURAL RESOURCES MANAGEMENT BRANCH  
Functions

1. Manages the development, management, operation and maintenance of recreation and land and water resources at CW projects.
2. Develops and issues policy for development and management of natural resources to maintain ecologic, forest, and fish and wildlife resources at CW projects.
3. Provides policy and staff supervision of recreational use of project areas, including preparation of federal regulations governing public uses of those areas.
4. Provides staffing guidelines for recreation and resources-related manpower at CW projects.
5. Determines availability of multi-purpose project lands before interchange, disposal, or issuance and execution of real estate permits, leases, and licenses for use by others.
6. Develops cost-sharing requirements and OCE guidance on NRM O&M budget functions.
7. Serves as technical monitor for the Aquatic Plant Control Program and Natural Resources R&D Program at CW projects.

DREDGING AND NAVIGATION BRANCH  
Functions

1. Develops and prescribes policies and practices for the performance of dredging by Corps owned equipment, contractors and military owned dredging assets.



2. Develops and prescribes policies and procedures on floating plants.
3. Analyzes Corps dredging requirements.
4. Develops and prescribes policies and procedures on the operation and maintenance of a varied assortment of navigation projects and for environmental considerations of maintenance dredging and disposal operations.
5. Serves as Technical Monitor in various R&D activities on the environmental effects of dredging activities.

PROGRAMS DIVISION  
Mission

To develop, defend and manage the execution of the Civil Works Program; to prepare the annual CW budget submission to OMB; to develop long term program trend estimates; to recommend project and program adjustments; to conduct analyses of selected aspects of the program; to ensure that projects are justified consistent with law and Administration policy and that engineering project cost and schedule estimates are reasonable; to develop and defend manpower requirements, to distribute manpower resources to subordinate elements, to develop program execution guidelines, to assess field performance and to serve as the principal contact for Appropriations Committees, OMB staff and ASA(CW) on all appropriation and budget issues.

OFFICE OF THE CHIEF  
Functions

1. Prepares and defends the annual CW budget. Establishes priorities among major programs and projects to maintain a balanced long term workload.
2. Manages several individual accounts and programs including Construction General, General Expenses, civil-funded manpower, A-76 studies of CW functions, project deauthorization and others.
3. Analyzes various aspects of the civil program to determine the potential for programmatic, organizational or structural efficiencies.
4. Provides training, development and career development for the Programs function personnel, Corps-wide.

EASTERN, CENTRAL, AND WESTERN PROGRAMS BRANCHES

(Each "geographic" branch develops, defends and manages the execution of the total CW program for its respective geographic area; establishes program and project priorities, prepares and defends the annual budget and ensures that the projects are executed in accordance with law, Congressional direction and Administration policy. In addition, each branch administers specifically assigned programs and activities, nationwide. Geographic responsibilities are:



Eastern: New England, North Atlantic, South Atlantic, Ohio River;  
Central: Lower Mississippi Valley, Southwestern, North Central  
Western: Missouri River, North Pacific, South Pacific, Pacific Ocean

1. Serves as program for the planning and design (Western), construction (Eastern) and operations and maintenance (Central) and various other, smaller, programs. Prepares annual guidance for program development by field offices. Develops, defends and manages execution of the program within limits imposed by higher authority. Prioritizes funds distribution and scheduling of all projects within the program.
2. Develops and interprets Administration and Congressional policy; develops priorities and criteria to be implemented by field offices in the development and execution of their programs and projects.
3. Advises and assists subordinate element program managers in the development and defense of their project recommendations and supporting data.
4. Evaluates subordinate element and HQ subprogram manager recommendations to establish priorities, policies and procedures. Defends final program.
5. Participates in preparation of Army program justification and supporting data and in presentation and defense of the program to ASA(CW) and OMB. Assists in preparation of testimony and program defense before Congressional Appropriations Committees. Reviews and corrects hearing transcripts.
6. Following enactment of Appropriations legislation, develops options and special instructions for execution of studies and projects listed in the bill or accompanying reports.
7. Evaluates program and project execution to ensure timely progress and conformance with accepted priorities, policies and practices. Evaluates and approves reprogramming recommendations. Obtains Congressional approval, if necessary.

PROGRAM DEVELOPMENT BRANCH  
Functions

1. Integrates information from the field and other headquarters offices to develop the Annual Budget Request and the long range CW program. Prepares alternative long-range funding and outlay projects, program policy and guidelines, new starts projects and hearing testimony.
2. Develops, coordinates and revises regulations, directives and guidelines on program and budget policy and procedures. Develops inflation factors used by all Corps activities for use in preparing current and long-range project and program cost estimates.
3. Prepares annual Budget memorandum containing Army's CW budget request to OMB.



4. Serves as program manager for specifically authorized construction new starts. Coordinates development of new start program; develops and maintains a long-range investment program for all new construction starts.
5. Prepares annual budget breakdown by State. Prepares ASA(CW) and COE testimony. Coordinates review of hearing transcripts and prepares responses to Committee questions. Prepares special reports and analyses concerning funding and outlays for specific activities, programs and appropriation accounts.
6. Analyzes and prepares summary reports on Appropriations and Authorization Acts and Committee reports and bills. Serves as the HQUSACE POC for Congressional travel by Appropriations Committees' members and staff.

SYSTEMS BRANCH  
Functions

1. Develops, maintains and operates the approximately six automated management information systems used to develop, defend and manage CW program and funding requests to OMB and Congress.
2. Performs systems analysis and design of automated management information and monitoring systems.
3. Develops and maintains all automated reports necessary for program management such as the Members List, Options List and others.
4. Serves as the Headquarters proponent for PRISM.
5. Provides automation support for Programs Division to include IM planning, LAN management, communications management, acquisition, training and security. Negotiates with contractors for ADP support and administers contract performance and payments.
6. Serves as Programs, and sometimes CW, coordinator on all information management issues such as CEAP architecture, data architecture and information systems architecture.

ANALYSIS BRANCH  
Functions

1. Based on current workload and future trends, develops CW manpower requirements; defends requests to OMB; allocates available manpower to field offices; analyzes utilization for potential efficiencies.
2. Manages several programs to include the General Expenses, Plant Replacement and Improvement Program, Revolving Fund, Inland Waterways Trust Fund, Harbor Maintenance Trust Fund and others.
3. Prepares CW Command Management Review; integrates directorate input; evaluates program performance.



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4. Prepares and transmits CW Allowances to field offices.
5. Develops, manages and administers the Program Development and Execution Course, the Programs portion of the Commanders' Course and others.
6. Develops policies for and manages the execution of the Project Deauthorization Program.
7. Conducts program analysis and evaluation of various aspects of the CW program. Conducts approximately 2-3 major and 4-6 minor studies annually.
8. Prepares legislative analysis of CW Appropriation legislation; provides Congressional notification of major reprogrammings; consolidates and submits annual budget justification materials. Maintains approximately four information systems in support of programming activities.
9. Manages the CW A-76 study program.